

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

PRESENT: Gary Daly, Gerald Barksdale, James W. "Bill" Latimer, and Bill Daws.
Absent: None. Stanley Menefee, Chairman presided.

The meeting began with the Pledge of Allegiance.

MOTION was made by Gary Daly and seconded by Gerald Barksdale to approve the minutes of January 3 & 11, 2012.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Bill Daws to approve the following claims

1/03/12	Check # 17848	\$ 54.75
1/06/12	Check # 17849 - 17899	\$ 801,108.29
1/13/12	Check # 17900	\$ 4,808.62
1/13/12	Check # 17901 - 17952	\$ 436,848.75
	TOTAL	\$ 1,242,820.41

with detailed claims of the above being on file for review upon request to the County Administrator.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by Bill Daws to approve the following resolution.

RESOLUTION

WHEREAS, the Limestone County Commission, in keeping with its policy of providing the best possible benefits to its employees, retirees, and elected officials has elected to provide a Medical Reimbursement Plan for the benefit of its employees, retirees, and elected officials;

NOW, THEREFORE, BE IT RESOLVED by the Limestone County Commission that a Medical Reimbursement Plan shall be, and hereby is adopted, according to the following terms and conditions:

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

- (a) All employees, retirees, and elected officials of Limestone County as of December 31, 2011, shall be eligible to receive a one-time payment in the amount of \$250.00.
- (b) To obtain payment, each qualifying employee, retiree, and elected official shall submit to the Limestone County Commission, during the month of January, 2012, for payment in February, 2012, an affidavit stating the out of pocket expenses for medical, dental, drug or prescription medicine, or vision expenses, including co-pays, not paid or reimbursed by the insurance or other third-party payer; for the employee and/or family members has been equal to or exceeds \$250.00 during the year of 2011.
- (c) Each eligible employee, retiree, and elected official shall be reimbursed under the Medical Reimbursement Plan to the extent of \$250.00 on the basis of such statement of claim submitted.
- (d) Any eligible employee, retiree and elected official not having a total of \$250.00 in such expenses shall be reimbursed under this Plan to the extent of expenses claimed, and shall be compensated as additional wages for difference to the extent of \$250.00 total.

Notice of this Resolution and time to submit claims shall be forthwith distributed to all eligible county employees, retirees, and elected officials.

Adopted this 17th day of January, 2012

Stanley Menefee, Chairman

Gary Daly
Commissioner District I

James W. "Bill" Latimer
Commissioner District III

Gerald Barksdale
Commissioner District II

Bill Daws
Commissioner District IV

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by James W. "Bill" Latimer to approve the 2WR Architect contract for courthouse renovations.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

The Chairman asked if there was any discussion. County Attorney Mark Maclin discussed the Commission's instructions for the budgeted amount. Commissioner Bill Daws expressed uncertainty about the additional cost penalty and basic services stipulation. Chairman Menefee discussed the contract terms. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, nay. Motion carries.

MOTION was made by Bill Daws and seconded by James W. "Bill" Latimer to award the following bid proposal to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded To	Amount
2368	Electronic Data Conversion & Printing (License Commission)	Information Management Services LLC	\$16,312.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Bill Daws and seconded by Gary Daly to revise the following job descriptions for Council on Aging:

LIMESTONE COUNTY JOB DESCRIPTION

Title: Director

Grade: 10

Dept: Council on Aging/Limestone County

Job Analysis conducted: April 30, 2004

Revised: January 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Limestone County Commission
TARCOG Area Agency on Aging

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

Subordinate staff. Assistant Director; Nutrition Coordinator; Nutrition Managers; In-home workers, Employment Program Personnel; Transportation Staff; Office Personnel SenioRX Staff and CASA Director.

Other Internal Contacts: Volunteers, City, County, State Government and Personnel Athens-Limestone Foundation for Aging Board CASA Board.

External Contacts: Clients; General Public, Personnel and members of various Social Service Agencies; Hospital Personnel; Church groups; and Alabama Department of Senior Services.

Job Summary

Plans goals and objectives of county aging program. Develops budgets for the Council on Aging and Foundation for Aging. Monitors programs and maintains accurate reporting system to ensure expenditures reported are allowable and comply with regulations. Supervises staff and volunteers of daily activities and programs. Coordinates daily activities of aging programs. Handles public relations, serves on various advisory boards and attends meetings concerning the elderly and transportation.

Job Domains

A. Planning

1. Prepare goals and objectives for Aging Program.
2. Assesses needs and plans programs that will meet the needs of the elderly.
3. Determines most efficient routes for transportation staff.
4. Works with TARCOG Area Agency on Aging, County, City and State governments and various agencies in planning and implementing new programs that will meet the needs of the elderly.
5. Works to develop system to serve all areas of the county.
6. Continues and expands home delivered meal program to isolated, rural seniors by providing frozen meals.
7. Networks and coordinates with other agencies to ensure maximum benefits to seniors.
8. Advocates for program continuation; informs elected officials about the Aging Program.
9. Prepares grant applications to seek funding for additional services as well as supplementing regular services and for replacement vehicles in the transportation program.
10. Plans and conducts regular Inter-Agency Council/COA Meetings.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

B. Operations Management

1. Arranges trips and seminars.
2. Accepts referrals from hospitals, nursing homes and other social service agencies.
3. Improves or expands services as additional staff is made available.
4. Recruits volunteers.
5. Oversees operation of Farmers Market.
6. Evaluates homebound elderly to determine what services are needed.
7. Inspects nutrition centers and reviews activities to determine if goals are being met.
8. Serves as member of Emergency Management Disaster Readiness Team.
9. Plans and coordinates seminars and training.
10. Attends professional training as appropriate.

C. Supervision

1. Supervises all personnel and volunteers.
2. Assigns duties to staff and volunteers.
3. Interviews and recommends personnel for vacancies.
4. Trains new personnel and updates existing personnel on policies, procedures, and program modifications.
5. Follows up on assignments to ensure work is being carried out efficiently and effectively.
6. Assists in arranging replacements for personnel on leave.
7. Performs any job when required.
8. Conducts performance appraisals for staff positions supervised.

D. Controlling and Reporting

1. Develops and maintain accurate reporting system for all expenditures and activities.
2. Prepares budget requests to county and city governments and TARCOG Area Agency on Aging.
3. Prepares and submits other reports for the aging program.
4. Maintains appropriate records.
5. Prepares financial report for Foundation on Aging funds.
6. Monitors expenditures for all program budgets so that maximum service use can be made of dollars available.

E. Miscellaneous

1. Serves as Public Relations Officer for all Aging Programs. Arranges newspaper, radio and TV publicity for programs and services provided to the elderly.
2. Prepares and delivers presentations to church groups and civic organizations to enlist their support.
3. Serves on boards and attends meetings and programs of other agencies related to aging.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

4. Works with TARCOG Area Agency on Aging, Athens-Limestone Foundation for Aging Board, and various agencies in planning fund-raising events to ensure adequate funding for services, and to assist with maintenance and operation of Senior Centers.

Knowledge, Skills and Abilities

(*May be acquired on the job)

1. *Knowledge of county rules, regulations and policies.
2. Knowledge of Management and supervisory practices and procedures.
3. *Knowledge of services available for the elderly.
4. Verbal skills to communicate effectively with clients, volunteers, etc.
5. Math skills to perform basic mathematical operations and prepare budgets.
6. Writing skills to communicate effectively with other social service agencies, organizations, etc.
7. Reading skills to read directives, reports, etc.
8. Ability to organize, train and motivate volunteers and staff.
9. Ability to recognize the needs of senior citizens.
10. Skills to make accurate reports and maintain records.
11. Skills to plan goals, objectives and programs.
12. Personal skills to develop rapport with public service agencies, elected officials, and general public.
13. Knowledge of computers and other office equipment.
14. Knowledge of appropriate funding sources.
15. Ability to write grants.
16. Body movements or mobility to write, visit program sites, attend training, lift and move tables, chairs, equipment, supplies, etc.

Other Characteristics

1. Possess Bachelor's Degree in Social Services or related field preferred. Work experience in related field may be considered.
2. Willing to travel throughout the county and state to attend workshops, conferences, and the like as necessary or required.
3. Willing to work non-standard hours or weekends when necessary and required.
4. Willing to provide own car for travel.
5. Previous experience working with older or disabled adults.
6. Must possess a valid driver's license.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

LIMESTONE COUNTY JOB DESCRIPTION

Title: Assistant Director

Grade: VIII

Dept: Council on Aging/Limestone County

Approved: September, 2002

Revised: January 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director of Council on Aging

Subordinate staff. Homemakers, Bus Drivers.

Other Internal Contacts: County Commission, Sheriff's Office and other county personnel.

External Contacts: Clients, general public, volunteers, TARCOG, AAA, Red Cross, personnel and members of various social service agencies; hospital personnel; church groups; and Alabama Department of Senior Services.

Job Summary

Supervised and administers in-home services program and senior center operations. Dispatches transportation request to drivers. Prepares various reports and maintains files. Assist with planning fund-raising events, farmer's market activities and coordinating volunteers. Attends meetings concerning the elderly and transportation.

Job Domains

A. In-Home Services

1. Develops schedules for Homemakers and makes revisions as necessary.
2. Completes reports and bills for Medicaid Waiver.
3. Evaluates clients on a quarterly basis or as required.
4. Coordinates referrals with other available resources.
5. Holds staff meetings for homemakers.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

B. Transportation

1. Receives transportation request.
2. Schedules transportation request according to vehicle availability.
3. Determines most efficient routes for transportation staff.
4. Operates two-way radio to communicate with drivers.
5. Arrange wheel chair transportation for the disabled.
6. Works with city drivers of services for the elderly.
7. Arranges trips.
8. Drives van as needed or required.

C. Operations Management

1. Orders and maintains necessary supplies.
2. Coordinates room rentals and schedules use of Senior Center.
3. Coordinates volunteers for various programs.
4. Oversees operation of farmer's market. Collects and balances monies, develops and disseminates advertising and resolves complaints.
5. Supervises in-home services program and senior center operations.
6. Supervises maintenance help.
7. Supervises special maintenance projects.
8. Performs duties of Director in his or her absence.

D. Controlling and Reporting

1. Maintains accurate daily records on transportation and prepares monthly transportation reports.
2. Maintains files on all clients.
3. Prepares reports for county, city and state determination.

E. Miscellaneous

1. Informs clients of available service.
2. Types correspondence and reports.
3. Answers routine correspondence and calls.
4. Calls for purchase orders.

Knowledge, Skills and Abilities

(* May be acquired on the job)

1. *Knowledge of county rules, regulations and policies.
2. Verbal skills to communicate effectively with clients, volunteers, etc.
3. Math skills to perform basic mathematical operations and prepare budgets.
4. Writing skills to communicate effectively with other social service agencies, organizations, etc.
5. Reading skills to read directives, reports, etc.
6. Ability to organize, train and motivate volunteers and staff.
7. Ability to recognize the needs of senior citizens.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

8. Skills to make accurate reports and maintain records.
9. Knowledge of computers and other office equipment.
10. *Knowledge of services available for the elderly.

Other Characteristics

1. Posses a high school diploma or its equivalent.
2. Willing to travel throughout the county and state to attend workshops, conferences, and the like as necessary or required.
3. Willing to work non-standard hours or weekends when necessary and required.
4. Willing to provide own car for travel.
5. Possession of a valid Class C, C.D.L. or must obtain the license within one month of employment.

LIMESTONE COUNTY Job Description

Grade: VI

Title: Volunteer Coordinator

Department: Council on Aging

Job Analysis: January, 2009

Approved: February 17, 2009

Revised: January 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Council on Aging Director and Assistant Director

Subordinate Staff: None

Internal Contacts: Volunteers, other staff members

External Contacts: Clients, general public, personnel and members of various social service agencies; hospital personnel; churches and church groups; and Alabama Department of Senior Services.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

Job Summary

Work with Director, Assistant Director, and staff of County Aging Program in the coordination of volunteers for the programs and services offered. Work with Director, Assistant Director and staff members of County Aging Program in the coordination of volunteers and daily activities of aging programs. Work with the Director, Assistant Director, and staff of Aging Program by attending meetings as required or necessary concerning the elderly and transportation issues. Maintain accurate record keeping and reporting system to insure coordination of volunteers and expenditures reported are allowable and in compliance with applicable regulations. Perform any additional job or duty as may further be required in furtherance of the purposes and objectives of the County Aging Programs.

Job Domains

A. Planning

1. Recruit and coordinate volunteers for County Aging programs.
2. Work with Director and Assistant Director as follows:
 - a. Prepare goals and objectives for Aging Programs.
 - b. Assessing needs and planning programs that will meet the needs of the elderly.
 - c. Recruitment and use of volunteers in Aging Programs.
 - d. Working with TARCOG Area Agency on Aging, County, City and State governments, and various agencies in planning and implementing new programs.
 - e. Working to develop system to serve all areas of the County.
 - f. Networking and coordinating with other agencies to ensure maximum benefits to seniors.
 - g. Preparing grant applications to seek funding for additional services as well as supplementing regular services.
 - h. Planning and coordinating volunteers for fund raising events.

B. Operations Management

1. Recruits and coordinates volunteers.
2. Works with Director and Assistant Director as follows:
 - a. Improving or expanding services as additional staff is made available.
 - b. Accepting referrals from hospitals, nursing homes, and other social service agencies.
 - c. Arranging trips and seminars.
 - d. Evaluating homebound elderly to determine what services are needed.
 - e. Overseeing activities of volunteers.
3. Attend professional training as required and/or appropriate.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

C. Supervision

1. Supervision of volunteers and volunteer activities.
2. Orientation of new volunteers in County Aging Programs.
3. Training new and current volunteers in County Aging Programs.
4. Conducts performance appraisals and evaluations for volunteers and persons supervised.

D. Controlling and Reporting

1. Conducts and performs evaluations and reports of volunteers and other persons or programs supervised.
2. Prepares reports of expenditures related to volunteer recruitment and activities.
3. Prepares reports regarding needs and areas of need for volunteer involvement in County Aging Programs.
4. Maintains appropriate records.
5. Prepares and submits any and all other such reports as requested or required by Director, Assistant Director, or County Commission for the County Aging Programs.
6. Monitors expenditures for all volunteer program budgets so that maximum services and uses can be made of funds available.

E. Miscellaneous

Volunteer coordinator shall further assist Director, Assistant Director, and other Council on Aging Departments and staff with:

1. Marketing and promoting volunteer opportunities and activities, and County Aging Programs, including, without limitation, newspaper, radio, and television publicity of programs and services provided to the elderly.
2. Preparing and presenting presentations to church groups and civic organizations
3. Serving on boards and/or attending meetings and programs of other agencies relating to aging.
4. Work with various agencies in planning fund raising events to ensure adequate funding for services for the elderly.
5. Assisting with maintenance and operation of senior centers.

Knowledge, Skills and Abilities

(*may be acquired on the job)

1. Verbal skills to communicate effectively with clients, volunteers, etc.
2. Math skills to perform basic mathematical operations and prepare budgets.
3. Writing skills to communicate effectively with other social service agencies, organizations, etc.
4. Reading skills to read directives, reports, etc.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

5. Ability to organize, train and motivate volunteers and staff.
6. Ability to recognize the needs of senior citizens.
7. Skills to make accurate reports and maintain records.
8. Skills to plan goals, objectives and programs.
9. *Knowledge of services available for the elderly.
10. Knowledge of computers and other office equipment.
11. Knowledge of appropriate funding sources.
12. *Knowledge of county rules, regulations and policies.

Other Characteristics

1. Possess a high school diploma or its equivalent.
2. Willing to travel throughout the county and state to attend workshops, conferences, and the like as necessary or required.
3. Willing to work non-standard hours or weekends when necessary and required.
4. Willing to provide own car for travel.
5. Previous experience working with older or disabled adults.
6. Must possess a valid driver's license.

Limestone County

Job Description

Grade VI

Title: SeniorX Coordinator / SHIP Representative

Department: Council on Aging

Job Analysis conducted January 2010

Approved: March 1, 2010

Revised: January 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Council on Aging Director

Subordinate staff: Volunteers

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

Other internal contacts: Other COA Employees, Commission Office

External contacts: Volunteer Groups, RSVP, Health Department, TARCOG, local Doctors and Hospitals, General Public.

Job Summary

Provides assistance with medication applications for seniors 55 years of age and older. Aides with SHIP duties such as Medicare Part D and LIS applications. Updates client files and completes necessary paperwork, scheduling and reporting.

Job Domains

- A. Office Operations
 - 1. Keeps daily appointments with clients
 - 2. Actively seeks out new clients for SHIP and SeniorX
 - 3. Obtains information and carries out promotion of Wellness Program for SeniorX
- B. Record Keeping
 - 1. Maintains client records
 - 2. Completes necessary paperwork and reporting
- C. Miscellaneous
 - 1. Attends training, as necessary
 - 2. Prepares for speaking engagements with public and senior groups

Knowledge, Skills and Abilities

(*Can be acquired on the job)

- 1. Ability to communicate effectively with the general public.
- 2. Writing skills for reporting and application process.
- 3. Ability to navigate the World Wide Web, to print and complete forms for medications.
- 4. Skills in human relations to effectively work with the elderly.
- 5. Ability to assist with various fundraisers for the Council on Aging.
- 6. *Knowledge of county rules, regulations and policies.
- 7. Ability to organize and work independently.

Other Characteristics

- 1. Ability to work overtime to complete work, as necessary.
- 2. Ability to travel, as required.
- 3. High school diploma or its equivalent.
- 4. Valid driver's license.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

Limestone County Job Description

Title: Office Worker / Assistant Van Driver

Grade: V

Department: Council on Aging

Job Analysis Conducted: July 2006

Revised: January 17, 2012

Notes: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships:

Reports to: Director and Assistant Director

Subordinate Staff: None

Other internal contacts: County Shop Personnel, Sheriff's Department

External Contacts: Senior Citizens, General Public and Clients Families

Job Summary:

Assists in Med Waiver and Alabama Cares billing, purchase orders and Project Heat applications. Completes client intakes and enters into AIMS system daily. Transports patients to doctor's appointments as needed and completes daily routes in absence of another driver. Completes daily office duties as needed. Performs various duties at events at the senior center and at daily activities.

A. Center Assistance

1. Assistance with operation of a Nutrition Center in absence of a Center Manager.
2. Helps Pack and Prepare homebound and congregate meals, when needed
3. Maintains daily records in absence of a Center Manager.
4. Seeks and recruits new clients.
5. Assists with evaluations of homebound clients.
6. Performs clerical duties: typing, answering phones, filing, Medicaid Waiver and Alabama Cares billing and requests, data entry into AIMS system, coordination with TARCOG staff, completion of Project Heat Applications, maintaining and requesting purchase orders, answers radio calls from staff in vehicles.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

7. Participates in center activities.

B. Transportation

1. Transports Patients to and from Doctor's visits.
2. Assists with transportation when another driver is absent.

C. Information and Referral

1. Works with clients, client's family and staff.
2. Disseminates information to clients and others.
3. Assists clients with any questions.

Knowledge, Skills and Abilities

(*may be acquired on the job)

1. Ability to communicate effectively with staff, clients and the general public.
2. *Knowledge of county rules, regulations and policies.
3. Writing skills to complete forms and reports.
4. Reading skills to understand printed materials.
5. Interpersonal skills to deal effectively with clients and their families.
6. Ability to travel throughout the county as required.
7. Ability to work overtime, as necessary and required.
8. Ability to attend training sessions in first aid, public safety and other workshops, when required.
9. Possession of a CDL Driver's License or the ability to obtain one within a month of employment.

Limestone County

Job Description

Grade IV

Title: Van Driver

Department: Council on Aging

Job Analysis conducted (month/year): April, 1996

Revised: January 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Assistant Director

Subordinate staff: None

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

Other internal contacts: County Shop Personnel; Sheriffs Department

External Contacts: Senior Citizens; General Public; Client's Families

Job Summary

Transports senior citizens to various locations and community services. Maintains daily upkeep of van. Performs miscellaneous chores and errands as requested. Completes daily activity report. Collects donations. Performs a variety of duties at senior center.

Job Domains

- A. Transportation
 - 1. Transports senior citizens to doctor's office, grocery store, food stamp office, social security office, nutrition site and other places of need.
 - 2. Coordinates with dispatcher on most efficient route for travel.
 - 3. Maintains daily upkeep of van; alerts county shop of any mechanical problems.
 - 4. Assists individuals with getting in and out of van as needed.
 - 5. Assists clients to bring in groceries.
 - 6. Delivers homebound meals.
 - 7. Drives van on out of town trips and outings for seniors.
- B. Record Keeping
 - 1. Keeps daily log on the number of people transported to the various locations.
 - 2. Maintains records on mileage, time and other operational expenses:
 - 3. Collects and turns in daily donations for aging program.
- C. Information and Referral
 - 1. Serves as liaison for clients, their families, and staff.
 - 2. Disseminates appropriate information to clients on such matters as benefits available to elderly; coordinates locating appropriate assistance.
 - 3. Maintains contact with county business people to secure gift certificates and other benefits for senior citizens.
 - 4. Assists clients as required.
- D. Center Assistance
 - 1. May assume operation of center during absence of manager.
 - 2. Packs and prepares homebound meals for delivery; serves lunches at center.
 - 3. Seeks and recruits new clients.
 - 4. Maintains daily records in absence of manager.
 - 5. Assists with quarterly evaluations of homebound.
 - 6. Assists with general center activities.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

7. Performs general clerical activities; types, files and answers telephone.
8. Participates in senior activities.
9. Maintains center grounds; mows grass, operates weed eater, rakes leaves and trims hedges.
10. Maintains center; mops, sweeps, buffs, strips and waxes floors, cleans and sanitizes bathrooms.
11. Picks up cleaning supplies.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. Ability to communicate effectively with staff, clients and general public.
2. Writing skills to complete forms and reports.
3. Reading skills to understand printed materials.
4. Interpersonal skills to deal effectively with clients and their families.
5. *Knowledge of county rules, regulations and policies.
6. *Knowledge of county road system.

Other Characteristics

1. Ability to travel throughout Limestone County.
2. Ability to work overtime as necessary and required
3. Ability to attend training sessions in first aid, public safety and other workshops when required.
4. Possession of a Class C, C.D.L. or must obtain the license within one month of employment.

Limestone County

Job Description

Title: Homemaker

Department: Council on Aging

Grade 5 (revised from Grade 4 on October 20, 2008) Revised: January 17, 2012

Job Analysis conducted (month/year): April, 1996

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

Relationships

Reports to:	Assistant Director
Subordinate staff:	None
Other internal contacts:	County Commission and other Council on Aging staff
External Contacts:	Senior citizens; client's family; Case Manager

Job Summary

Assists elderly by performing housekeeping tasks, preparing meals, shopping and running general errands. Also assists with personal grooming, etc. Coordinates with family members to meet client needs, attends meetings and training sessions and completes required reports.

Job Domains

- A. Assisting Clients
 - 1. Performs light housekeeping such as routine cleaning, sweeping, dusting, changing linens, vacuuming, mopping or washing dishes.
 - 2. Does laundry.
 - 3. Prepares meals.
 - 4. Visits with clients.
 - 5. Performs various chores and runs errands.
 - 6. Telephones to offer reassurance.
 - 7. Provides information and referrals.
 - 8. Shops for clients.
 - 9. Performs outreach to help locate persons in need of in-home services.
 - 10. Transports clients for doctor visits in emergency situations.
 - 11. Assists with personal grooming.
 - 12. Assesses the client's needs.
 - 13. Performs necessary reporting as required by the C.O.A. Director.
 - 14. Coordinates agency or family participation in meeting the needs of the client.
 - 15. Attends any necessary or regular staff meetings and training sessions required by the C.O.A. Director or Top of Alabama Regional Council of Governments.
 - 16. Explains agency policies to the client and types of services that can be provided.
 - 17. Encourages the client to maintain independent living and remain a productive member of society.
 - 18. Performs other duties and responsibilities assigned or found necessary by the C.O.A. Director.
 - 19. Reads to clients.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

20. Pays bills for clients.
21. Takes clients for outings with permission from C.O.A.
22. Takes clients on walks for exercise.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. Ability to communicate with clients.
2. Ability to drive a car.
3. Ability to perform light housekeeping and cleaning.
4. *Knowledge of county rules, regulations and policies.

Other Characteristics

1. Possession of a valid driver's license.
2. Ability to travel throughout Limestone County.
3. Possesses a desire to assist the elderly and a genuine interest in their welfare.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by Gary Daly to approve the following merit increases, which are included in the base pay and cost of living pay as listed below.

Name	Position	Effective Date	Current Rate Per Hour	New Rate Per Hour
Patricia Andrews	Van Driver/Clerk	1/03/12	11.71	12.04
Cody Lewter	Deputy	1/10/12	18.86	19.41
Shelia Long	Nutrition Coordinator	1/30/12	11.79	12.61
Maria Maples	Communications Officer	1/05/12	11.76	12.20
Myra Moss	Communications Officer	1/28/12	18.11	18.58
Andrew Vickers Jr.	Corrections Officer	1/03/12	15.78	16.23
Rita White	EMA Director	1/21/12	30.13	31.02

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

The Public Hearing originally scheduled for February 6, 2012, was rescheduled for March 5, 2012. The County Commission will receive comments relative to the proposed action to vacate a part of a right-of-way between Airport Road, west of Edgewood Road and Easter Ferry Road.

MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 17, 2012

Chairman Menefee stated he appreciates the Commissioners work on the architect contract for the courthouse renovations.

MOTION was made by Gerald Barksdale and seconded by Bill Daws to approve the following road improvement projects, not covered by federal aid, in District 2.

Road Name	Length in miles	Width in feet	Note	Cost
Mooreville Road Hwy 72 to Capshaw Road	0.55	22	Plant Mix	\$ 73,885.00
Mooreville Road Barksdale Road to Copeland Road	1.17	22	Plant Mix	\$155,184.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

Representative Dan Williams stated there will be a legislative office for Limestone County to be located in the basement of the Limestone County Commission.

Commissioner Barksdale asked Representative Williams about the legislative redistricting lines.

Representative Williams said a committee has been appointed to draw legislative redistricting lines to be in the place by the next legislative election in 2014.

Recessed at 10:35 a.m. until 10:00 a.m. on Wednesday, February 1, 2012, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.